

# VOLUNTEER COORDINATOR ASSISTANT



## Role Information

- **Days and hours:** 15 hours a week
- **Term:** Minimum commitment of 6 months
- **Reporting to:** Volunteer Coordinator
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

## About the role

You will be working with the Volunteering Scheme Coordinator to recruit, interview and train new volunteers for vacancies across all projects and activities. This position involves working collaboratively with all staff members and volunteers.

As part of this role, you will also have the opportunity to help design appropriate training programmes and cultural activities. At times you will also help coordinate focus groups and feedback sessions to monitor the work of the volunteer scheme, track the development of volunteers and the progress of IRMO's work and impact.

## Main tasks and responsibilities

- Recruit, shortlist and interview new volunteers;
- Regularly update volunteer recruitment platforms;
- Liaise regularly with staff members to understand the needs for current/new projects;
- Attend volunteer fairs and meetings with partners and universities;
- Prepare and carry out regular volunteer inductions;
- Keep IRMO's volunteering page and volunteer database up to date with relevant and accurate information;
- Familiarise and share IRMO's policies with volunteers and ensure they are read and understood;
- Monitor volunteers experience through entry and exit interviews, surveys and feedback forms.

## Person specification

- Excellent verbal and written communication skills in English, good command in Spanish;
- Flexible and enthusiastic individual who is confident in working in a multicultural and multilingual environment;

- Good time management and organisational skills and attention to detail;
- Ability to work effectively as a member of a team and with people of different backgrounds and nationalities;
- Ability to prioritise, take initiative and work with minimal supervision;
- IT literacy (particularly in the Google Office Suit).

## **Additional Requirements**

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

## **Benefits from Volunteering at IRMO**

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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